



# SBDM Required Policies & Decisions Checklist

**Purpose:** Policy and decision making authority is granted in KRS 160.345 to schools for the purpose of creating an environment in each school that will enhance student achievement. This checklist is designed to assist school councils in reviewing and revising their school council policies to determine if statutory requirements are met.

## Statutes and Regulations Impacting School-Based Decision Making:

KRS 160.345	School-Based Decision Making	KRS 158.6453	Assessment of Achievement goals
KRS 157.360	Maximum Class Size Base Funding Levels	KRS 158.649	Achievement Gaps
KRS 158.031	Primary Program	KRS 160.347	Removal of Council Members
KRS 158.060	Non-Teaching Time for Teachers	KRS 160.348 (2)	Advanced Placement courses (Secondary Schools Only)
KRS 158.102	Requirement for Library Media Center	702 KAR 3:246	School Council Allocation Formula
KRS 158.150	Suspension and Expulsion of Pupils	703 KAR 4:040	Verifying Successful Completion of Primary (Elementary Only)
KRS 158.181	Legislative Findings on Religious Liberty for Students	703 KAR 5:010	Assessment and Accountability Definitions
KRS 158.6451	Model Curriculum Framework	704 KAR 3:440	Primary School Program Guidelines (Elementary Only)
KRS 158.162	Adoption of Emergency Management Plan	703 KAR 5:225	District and School Accountability and Improvement Plan Process



**Acronyms Used in this Document:** RP – Required Policy for School Councils  
RD – Required Decision for School Councils  
RBL – Required By Law for Schools

Statute/Regulation	Status	Topic	Present and Updated	Needs Revision	Policy Needed
KRS 160.345(2)(i) 1	RP	<b>Determination of curriculum, including needs assessment, curriculum development and responsibilities under KRS 158.6453(7):</b> Developmentally appropriate practices for students, including but not limited to integrated curriculum, learning centers, process writing, discovery learning, writing across the curriculum, thematic units and special projects; how authentic assessment and qualitative reporting will be done for students.			
KRS 160.345(2)(i)2	RP	<b>Assignment of all instructional and non-instructional staff time:</b> Assignment of all instructional aides' and teachers' staff time.			
KRS 160.345(2)(i)3	RP	<b>Assignment of students to classes and programs within the school:</b> How students will be assigned to teachers within the school and/or how families will have input into which classroom their child is in; how special needs students will be included.			
KRS 160.345(2)(i)4	RP	<b>Determination of the schedule of the school day and week, subject to the beginning and ending times of the school day and school calendar year as established by the local board.</b>			
KRS 160.345(2)(i)5	RP	<b>Determination of use of school space during the school day:</b> Including the location of classrooms, music, PE, arts and other special classes.			

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KRS 160.345(2)(i)6	RP	<b>Planning and resolution of issues regarding instructional practices:</b> Implementation of school-wide instructional models that require teachers to use specific methods should be included in the policy.			
KRS 160.345(2)(i)7	RP	<b>Selection and implementation of discipline and classroom management techniques as a part of a school safety plan, including responsibilities of the student, parent, teacher, counselor and principal:</b> Any school-wide behavior management program that requires every staff member to participate should be included in the policy (e.g., CHAMPS, K-CID, Second Steps, Project Bravo).			
KRS 160.345(2)(i)8	RP	<b>Selection of extracurricular programs and determination of policies relating to student participation based on academic qualifications, and attendance requirements, program evaluation and supervision:</b> Policy must be consistent with district board policies and guidelines and, for high school athletics, KHSAA guidelines.			
KRS 160.345(2)(i)9	RP	<b>Adoption of an emergency plan as required by KRS 158.162</b> Each council is required to adopt an emergency plan to include procedures to be followed in case of fire, severe weather, or earthquake, or if a building lockdown, as defined in KRS 158.164, is required.  Following adoption, the emergency plan, along with a diagram of the facility, shall be provided to appropriate first responders.			
KRS 160.345(2)(i)10	RP	<b>Procedures, consistent with local school board policy, for determining alignment with state standards, technology utilization and program appraisal:</b> Procedures for assuring that instructional technology that is correlated with the curriculum is implemented throughout the school and program evaluation measures are in place.			
KRS 160.345(2)(i)11	RP	<b>Consultation procedures:</b> Consultation with the school council in selecting personnel including certified teaching staff, instructional assistants, and classified positions.			

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		<b>Define consultation in the selection of personnel by the principal:</b> Including but not limited to meetings, timelines, interviews, review of written applications and review of references. The policy must address times when a quorum of the council is unavailable.			
<b>KRS 160.345(2)(c)2</b>	<b>RP</b>	<b>Committees:</b> To determine if committees are to be established. If established, the committee policy must address: <ul style="list-style-type: none"> <li>• facilitation of the participation of interested persons</li> <li>• number of committees needed</li> <li>• committee jurisdiction</li> <li>• composition</li> <li>• membership process</li> </ul>			
<b>KRS 160.348 (2)</b>	<b>RP</b>	<b>Advanced Placement, International Baccalaureate, Dual Enrollment, Dual Credit Courses</b> Policy on the recruitment and assignment of students to advanced placement, International Baccalaureate, dual enrollment and dual create courses that recognizes that all students have the right to be academically challenged and should be encouraged to participate in these courses.			
<b>KRS 160.345(11)</b>	<b>RP</b>	<b>Each school council of a school containing grades K-5 (or any combination) shall develop and implement a wellness policy.</b> Includes moderate to vigorous physical activity each day and encourages healthy choices among students. May permit physical activity to be considered part of the instructional day, not to exceed 30 minutes per day, or 150 minutes per week. Each school council shall adopt an assessment tool to determine each child's level of physical activity on an annual basis.			
<b>KRS 158.6453(7)(c)</b>	<b>RP</b>	<b>Determine the writing program for the school.</b> The writing program shall incorporate a variety of language resources, technological tools and multiple opportunities for students to develop complex communication skills for a variety of purposes.			
<b>NCLB</b>	<b>RP</b>	<b>Parent Involvement</b> A school's written policy must describe specifically how the school will: <ol style="list-style-type: none"> <li>1. Hold an annual meeting to inform parents of their school's participation in Title I, to</li> </ol>			

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<b>Title I, Part A, Section 1118</b>		<p>explain Title I requirements and the parent's right to be involved.</p> <ol style="list-style-type: none"> <li>Offer a flexible number of meetings (transportation, child care, or home visits may be provided if needed) to encourage parent involvement.</li> <li>Involve parents in the planning, review and improvement of the parent involvement programs.</li> <li>Provide parents of participating Title I children: <ul style="list-style-type: none"> <li>Timely information about Title I programs.</li> <li>School performance reports; including school curriculum and common core state standards.</li> <li>Student's assessment results.</li> <li>Description and explanation of the curriculum used at the school and the types of academic assessment used to measure student progress.</li> <li>Additional opportunities for parents to offer suggestions and to participate in decisions relating to the education of their children.</li> </ul> </li> <li>If the schoolwide program plan is not satisfactory to the parents of children in the school, submit any parent comments on the plan when the school makes the plan available to the district.</li> </ol>			
<b>KRS 160.345(2)(h)</b>	<b>RD</b>	<p><b>Principal Selection:</b></p> <p>If the vacancy is the school's principal, the school council must receive training in principal selection prior to the selection process. The superintendent (or designee) serves as the chair of the school council during principal selection.</p>			
<b>KRS 160.345(2)(f)</b>	<b>RD</b>	<p><b>Number of personnel in each job classification:</b></p> <p>The process for determining the number of positions for each job classification (e.g., the number of English teachers, number of 5th-grade teachers.) The council must look only at positions and not the personnel that occupy the position at any given time.</p>			
<b>KRS 160.345(2)(g)</b>	<b>RD</b>	<p><b>Determining</b> textbooks, instructional materials, and student support services:</p> <p>The process for determining how funds for textbooks and/or instructional materials will be spent. The process for determining the types of student support services that will be included during the instructional day or that will be funded by school funds (e.g., ESS, guidance classes, in-school extension courses such as 4-H).</p>			
<b>KRS 160.345(3)(a)</b>	<b>RD</b>	<p><b>School budget and administration:</b></p> <p>The local board must have a policy for schools and school councils addressing the use of discretionary, activity and other school funds, as well as a procedure for other funds</p>			

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		and the authorizing agent for reimbursement. The school council may have a policy for the use of its school funds.			
KRS 160.345(2)(j)	RD	<p><b>Each school council shall annually review data as shown on state and local student assessments and program assessment required under KRS 158.6453.</b></p> <p>After the required review, the school council shall include families, faculty and staff from the school in developing and adopting a comprehensive school improvement plan that will establish specific targets for closing all achievement gaps identified in the school.</p>			
KRS 160.345(3)(d) KRS 160.345(8) KRS 158.060(4)	RD	<p><b>Professional development plans:</b></p> <p>Should be aligned with professional development needed for staff members to implement the activities in the school improvement plan, including programs requiring the participation of every teacher. Teachers should be allowed non-teaching time to allow for professional growth activities.</p>			
KRS 160.345(4)	RD	<p><b>Any other authority granted by the local board of education:</b></p> <p>The local board of education may grant decision-making authority where permitted by law.</p>			
KRS 158.031	RD	<b>Configuration of flexible grouping</b> for academics, including but not limited to multi-age and multi-ability groupings for students, cooperative learning, discovery learning, and themes and projects that allow continuous progress through the school for each child.			
KRS 158.031(4)	RD	<p><b>Primary Program:</b></p> <p>Determine the organization of its ungraded primary program including the extent to which multiage groups are necessary to implement the critical attributes based on the critical attributes and meeting individual student needs.</p>			
KRS 160.345(3)(b)	RD	<p><b>Assessment of individual student progress:</b></p> <p>Including the reporting of data and the progress reporting format to be used by the teachers and staff in the school. The school council may adopt a policy setting guidelines for reviewing school data as part of goal-setting.</p>			
KRS 160.345(3)(c)	RD	<p><b>School improvement planning process:</b></p> <p>School and district improvement plan formats are determined by board guidelines and policy The school council determines the goals and strategies to reach school goals within the planning process</p>			

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KRS 158.181	RD	<b>Religious liberty for students:</b> A safe harbor exists for schools desiring to avoid litigation and to allow the free speech and religious liberty rights of students to the extent permissible under the establishment clause.			
KRS 160.345(2)(a)	RBL	<b>Membership of the council:</b> The composition of a school council includes one principal, two parents and three teachers. The composition may increase proportionately. Any vacancies that occur during the term must be filled using the same procedures. The principal serves as the chair of the school council unless the school has an alternative model on file with KDE.			
KRS 160.347	RBL	<b>Removal of school council members:</b> Must follow procedures outlined in statute.			
KRS 160.345(2)(b)1	RBL	<b>Length of council terms:</b> Teacher and parent representatives are elected for one-year terms. The school council, in its bylaws, may adopt a policy setting different terms beginning with subsequent elections.			
KRS 160.345(2)(b)2	RBL	<b>Election of minority parent/teacher representatives:</b> Schools that have more than eight percent minority student population must have a minority representative on the school council. If needed, the principal conducts the election of a minority teacher and parent representative.			
KRS 160.345(2)(d)	RBL	<b>Meeting frequency &amp; agenda:</b> Council and committees meetings; times should facilitate participation for all stakeholders.			
KRS 160.345(2)(e) KRS 61.810	RBL	<b>Open meetings:</b> <ul style="list-style-type: none"> <li>regular meeting schedule (time, place and how advertised)</li> <li>special-called meetings</li> <li>closed session</li> </ul>			
KRS 160.345(3)(h)	RBL	<b>Requirements for recordkeeping:</b> School councils are required as a public entity to keep accurate records according to the records retention schedule.			

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KRS 160.345(3)(i)	RBL	<b>A process for appealing a decision:</b> The school council must have procedure for any stakeholder to appeal a decision made by a school council.			
KRS 160.345(6)	RBL	<b>Mandated training for all school council members:</b> <ul style="list-style-type: none"> <li>• New members must have six hours of new member council training.</li> <li>• Experienced members must have three hours of experienced member council training.</li> </ul>			
Best Practice	RBL	<b>School Council membership duties:</b> If membership duties are outlined in bylaws, they must be consistent with SBDM statutes and regulations and be fair and reasonable.			
Best Practice	RBL	<b>Amendments:</b> If amendment procedures are outlined in bylaws, they must be considered fair and reasonable.			